



## EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package, including:

- ◆ Medical, dental, life, and long-term disability insurance.
- ◆ Optional long-term care and auto-home insurance.
- ◆ Optional medical flexible spending account.
- ◆ Vacation, sick, military and civil leave.
- ◆ Eleven paid holidays per year.
- ◆ A state retirement plan.
- ◆ Deferred Compensation and Dependent Care Assistance Programs.

## LIVING IN OLYMPIA

Washington State's capital city is home to one of the last great domed capitols built in America. Set on a bluff overlooking Puget Sound is the impressive 82-year old Capitol Building and Campus with alluring gardens, a conservatory and vistas of the Sound, mountains, forest and city.

With an economic engine fueled to a great extent by state government activity, Olympia enjoys the benefits of a stable work force, engaged and educated community, and well-supported school system.

Olympia has been recognized by: Forbes Magazine Best Places for Business and Careers, Country Home Magazine Best Green Cities and The 50 Most Fabulous Places to Raise Your Family.

## Local Culture and Attractions

Savor a Taste of the Northwest at the Olympia Farmers Market. Picturesquely located at the downtown waterfront is the largest farmers market in Washington State.

Enjoy the Public Art Collection displayed along Olympia's mile-long, Percival Landing boardwalk.

The Hands On Children's Museum is one of the Northwest's premier youth museums!

View the Salmon Run Art exhibition and reflect on stunning work by glass artist Dale Chihuly at the Olympia Center.

# Human Resources Manager

## Washington State Office of Administrative Hearings

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| <b>SALARY:</b>   | \$52,800 to \$96,000 annually, DOQ (Exempt)              |
| <b>LOCATION:</b> | Olympia, WA  |
| <b>OPENS:</b>    | October 29, 2009   |
| <b>CLOSES:</b>   | Until filled - Initial candidate review November 9, 2009 |

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The Office of Administrative Hearings is in search of an experienced HR professional with a strategic, innovative, and customer-centered approach to human resources management, whose proven leadership abilities sets them apart from the rest. We are looking for someone who will quickly establish credibility at all levels of the organization by demonstrating subject matter expertise, leadership qualities, and a commitment to excellence. If you match this description and are interested in becoming an integral part of an organization that impacts the lives of thousands of Washington residents each year who participate in administrative hearings, please continue reading.

## Agency Profile

Operating out of field offices in Olympia, Seattle, Spokane, Vancouver, and Yakima, the Office of Administrative Hearings (OAH) consists of 105 administrative law judges, and 72 support staff, who conduct impartial administrative hearings for Washington's citizens and governmental agencies. Created by the Legislature in 1981, OAH provides due process to the citizens of Washington State by providing a prompt and fair opportunity to be heard on disputed matters before state and local agencies.

OAH's caseload is vast. Last year alone, OAH handled over 56,000 cases for 26 state agencies. The greatest volume of which are unemployment insurance cases for the Employment Security Department and public assistance and child support cases for the Department of Social and Health Services. Hearings also are held for the Superintendent of Public Instruction, the Liquor Control Board, the Department of Early Learning, and the Department of Licensing.

## Position Overview

Serving under the direction of Chief Administrative Law Judge Lorraine Lee, this position fulfills a vital leadership role in the organization's management team by planning, developing, and administering all facets of the agency's human resource management programs. The HR manager leads the development and supports the execution of strategic HR initiatives to ensure the agency has a skilled, productive, and culturally diverse staff equipped to carry out the OAH mission.

Frequently relied upon for their knowledge of applicable federal and state laws and rules, this person provides thorough consultation to managers and employees on a wide variety of employment related issues. The incumbent will also utilize his/her expertise in this area when establishing, reviewing, and applying policies and procedures to ensure compliance.

As an employee advocate, the HR manager provides guidance and support to all agency personnel, fostering a collaborative and inclusive work environment that encourages teamwork, accountability, and transparency. This is an environment where all employees receive recognition for their accomplishments and understand the importance of their contributions in supporting the mission, goals and objectives of the agency.

## Recreation

This is where the Puget Sound starts, Oregon Trail ends, and the "things to do" list goes on and on.

Mild winters and pleasantly warm summers make the Olympia area an ideal place for outdoor recreation. You can 'get out of town' without even leaving the city. Public trails lead to saltwater beaches, including Budd Inlet, where salmon return each fall.

Only ten miles away is the Nisqually National Wildlife Refuge. This bird watcher's paradise is considered the last unspoiled major estuary in Puget Sound.

Olympia is also located at the gateway to the Olympic Peninsula, and between Mt. Rainier and the Cascades. These national treasures provide numerous outdoor recreational activities from hiking and skiing in the mountains to biking and beachcombing along ocean shores.

Conveniently situated between two major cities, Seattle and Portland, there is something for everyone within a two hour drive.

## Education

In total, 68 schools are located in Thurston County to offer a full range of academic and activity programs, non-traditional schools are also available. This includes three institutions of higher learning:

- ◆ The Evergreen State College
- ◆ South Puget Sound Community College
- ◆ St. Martin's University

## CONTACT INFO

### Email:

[ExecutiveCareers@dop.wa.gov](mailto:ExecutiveCareers@dop.wa.gov)

### Phone:

(360) 664-6335

### TTY:

(360) 664-6211

### Fax:

(360) 586-1389



*The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application process, or those needing this announcement in an alternative format should call (360) 664-6266 or TDD (360) 664-6211.*

## Candidate Profile

Success in this position requires a passion and enthusiasm for HR and a deep understanding of and appreciation for the important role it plays in an organization. We are looking for an articulate, polished professional with highly developed communication and interpersonal skills who thrives in a high energy, fast paced work environment.

Candidates must have a Bachelor's degree or higher in human resources, business administration, public administration or related field. We are looking for someone with knowledge of the full spectrum of HR management functions, as demonstrated by at least three (3) years progressively responsible broad-based generalist experience. Strong strategic planning abilities and critical thinking skills are also must haves in this role.

In addition, the ideal candidate will also have:

- The ability to exercise discretion and sound judgment when making decisions
- Familiarity with administrative hearings or legal processes
- PHR or SPHR certification
- Experience recruiting for hard to fill positions
- Experience with HRMS or other HR information technology systems
- Knowledge of relevant Washington State policies, rules and procedures

## How to Apply

To be considered for this position, please email your resume and a letter of interest outlining your experience, skills and abilities as they relate to this position to

[ExecutiveCareers@dop.wa.gov](mailto:ExecutiveCareers@dop.wa.gov)

**OR** See instructions below to submit an application online

## Current State Employees

### Login and Apply

1.) Click on the above link and enter your **8 digit** personnel number as your User Name (If you've forgotten your password, click on "Get Support"). 2.) Go to the "My Career" tab at the upper left portion of the page. 3.) Click on the "Apply Directly" link at the bottom left part of the page and enter the following reference code: **NB19217\***

## All Other Applicants

### Registered Users:

#### Login and Apply

1.) Click on the above link and enter your existing User Name and password. 2.) From the Job Seeker Start Page click on the "Apply Directly" link at the bottom left part of the page and enter the following reference code: **NB19217\***

### Unregistered Users:

#### Register Now and Apply

1.) Click on the above link and click "Register" after entering all of the required information. 2.) From the Job Seeker Start Page click on the "Apply Directly" link at the bottom left part of the page and enter the following reference code: **NB19217\***